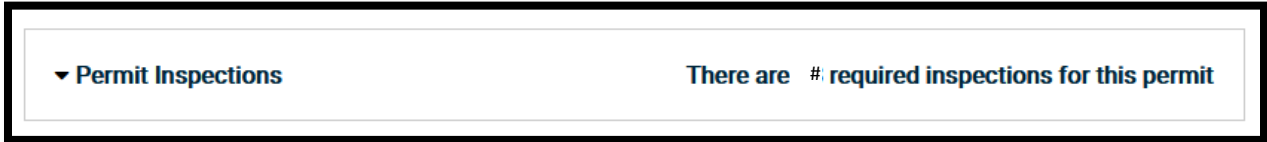


## When and How to request a Miscellaneous Inspection?

This how-to video is using a Residential Single-Family Detached permit as an example. The listed inspections in the demo may not apply for other permits types.

If you are **unsure of what an inspection is called** or **do not see the wanted inspection listed**, you may use the “MISCELLANEOUS” inspection option to request that inspection.

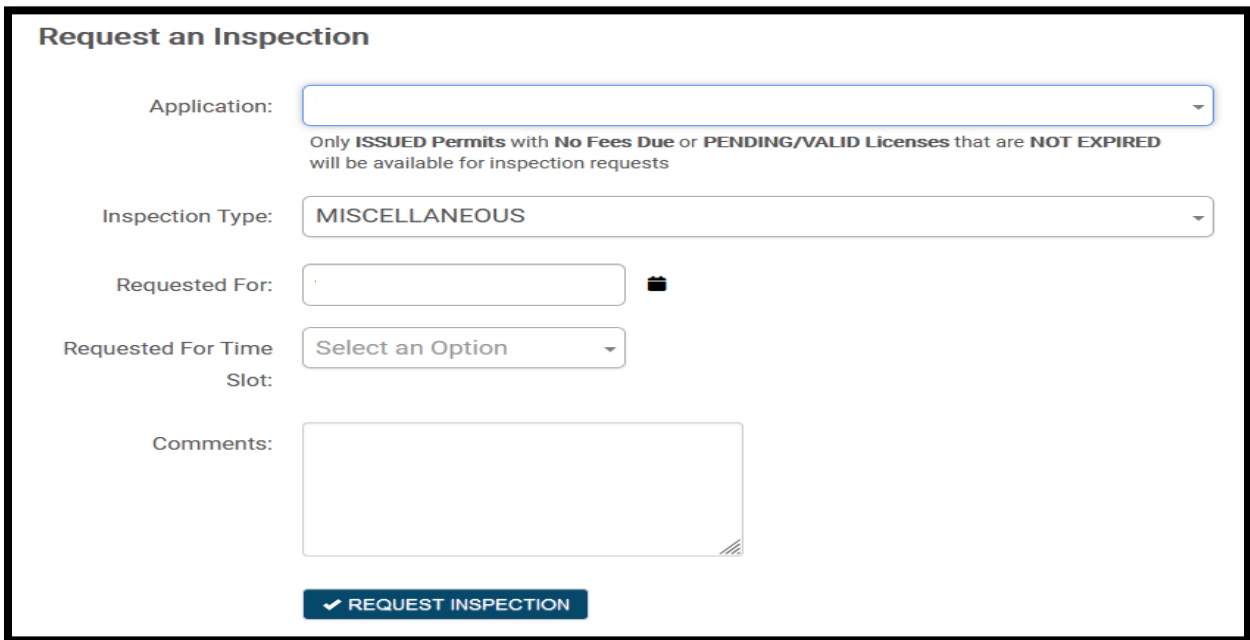
Once your permit has been issued, you may start requesting inspections. To make an inspection request, log into your portal account and select the appropriate permit. Then scroll down to the Permit Inspections dropdown and click the down-arrow beside “Permit Inspections”.



This section will list all required and optional inspections, the date of inspection and the status of the inspection. To select the “MISCELLANEOUS” inspection, click the blue hyperlink titled “REQUEST INSPECTION”.



A new window should open, as shown below, to allow you to add information about the requested inspection.

A screenshot of a form titled "Request an Inspection". The form has several fields: "Application:" with a dropdown menu and a note below it that says "Only ISSUED Permits with No Fees Due or PENDING/VALID Licenses that are NOT EXPIRED will be available for inspection requests"; "Inspection Type:" with a dropdown menu showing "MISCELLANEOUS"; "Requested For:" with a text input field and a calendar icon; "Requested For Time Slot:" with a dropdown menu showing "Select an Option"; and "Comments:" with a large text area. At the bottom of the form is a blue button with a white checkmark and the text "REQUEST INSPECTION".

The system will automatically schedule the inspections for the next day **unless the request comes in at or after 5:00 p.m.** You will not be able to schedule a specific time, but scheduling requests (AM/PM or to request a call ahead to meet on site) will be accommodated, when possible.

**If you have any other questions, please see our other How-to videos or contact us via phone at 252-726-6848 ext. 125 or by email at [mhcpi@moreheadcitync.org](mailto:mhcpi@moreheadcitync.org).**